**Anti-social behaviour**

Attached is the Anti-Social Behaviour Incident Report Form. To take action we need carefully written truthful accounts of every incident.

For Network Homes and a court to accept this diary, certain rules must be complied with:

1. The diary is your own personal record of what you see and hear. You can not write down something that other people have told you.
2. Fill in your report as soon as possible after the event while it is fresh in your mind. Network Homes and a court may not accept what they consider to be notes not made at the time or shortly after the incident.
3. Write exactly what you see or hear. You should use actual words spoken word for word, this includes swear words. Network Homes and a court will want to know the full facts no matter how unpleasant it is to write.
4. Use names of people involved or if the name is not known then describe the person(s) in as much details as possible. If any vehicle is involved include the registration number and make. If this is not possible then a part registration and /or description of the car should be provided.
5. If you forget something add it to the end of your account.

You should return the incident reports to Network Homes who will collate the evidence gathered and share it with the relevant partner agencies.

**London office:** The Hive

22 Wembley Park Boulevard

Wembley

HA9 0HP

**Hertford office:** 36 Ware Road

Hertford

SG13 7HH

Or email as attachment to: customerservice@networkhomes.org.uk

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| **Examples of what we would consider Anti social behaviour** |
| -Excessive Noise Nuisance (Music, dog barking persistently, shouting, screaming, banging etc. which is during unsociable hours 07.00-23.00)  -Harassment or intimidation  -Damage, vandalism, graffiti & criminal behaviour  -Any race hate motivated offences  -Disability hate crime  -Threats of violence or harm  -Fly tipping  -Suspected Drug dealing |

**Anti-social behaviour diary**

**Case No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your Name:………………………………..………………………..

Address:…………………………………………….…………………

Home telephone:.………………………………….…………….

Mobile telephone:……………………………………………….

Email address:……………………………………………………..

Diary started on:………………………………………………….

I agree that the information I have provided within these diaries may be shared between Network Homes and partner agencies, and as a result may be used in civil proceedings.

Your signature:………………………………….………………….

Date:……………………………………………………………………..

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| **What we may not consider as Anti social behaviour** |
| -Noises classed as everyday living eg, domestic appliance, children playing in the property  -Children playing football (unless damage is being caused)  -Litter  -General parking issues  -Youths simply ‘hanging around’  -Overgrown trees or any other foliage  -Being unable to park outside your home |

**Useful Numbers**

Crimestoppers [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

0800 555 111

Police (Emergency) 999

Police (Non-emergency) [www.police.uk/101](http://www.police.uk/101)

101

RSPCA [www.rspca.org.uk](http://www.rspca.org.uk)

0300 1234 999

Local authority – the authority you pay your Council Tax to

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Only record nuisance – do not include any private information on your neighbours or their family life

(Human Rights Act 1988 Schedule 1 Article 8 and Regulation of Investigatory Powers Act 2000 Part II)

Name:……………………………………………..…….………… Address:………………………………………………….………………………………………….

Contact Number/s:……………………………………..………… Email Address:…………………………………….………………………………………….

Case No. ……………………………..…………………..

Offender’s details. Name & address (if known) ……………………………………………………………………..……………………………

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| **Date of nuisance** | **Time nuisance started** | **Time nuisance stopped** | **Description of what happened**  **Any witnesses?** | **How did it affect you?** |
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| I am willing to provide a witness statement |  |  | I am willing to attend court |  |  | Further incident report logs required |  |

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| **Signature** |  |  | **Print name** |  |  | **Date** |  |

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| **Date of nuisance** | **Time nuisance started** | **Time nuisance stopped** | **Description of what happened**  **Any witnesses?** | **How did it affect you?** |
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| I am willing to provide a witness statement |  |  | I am willing to attend court |  |  | Further incident report logs required |  |

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| **Signature** |  |  | **Print name** |  |  | **Date** |  |

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| **Signature** |  |  | **Print name** |  |  | **Date** |  |

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